

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
September 13, 2010

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from August 4, 2010
 - c. DHSTPWG Meeting Minutes from July 12, 2010
 - d. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation Summary
 - e. Delaware Homeland Security Terrorism Preparedness Working Group Homeland Security Grant Program FY 2006 -2009 Spending Report.
2. July 12, 2010 minutes were reviewed and approved. (**Motion: Robert Newnam; Second: Tim Cooper – Passed Unanimously**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Next Generation 800 MHz Enhancement (Dave Roberts) – No report. (**OPEN**)
 - 2) Interoperable Emergency Communications Grant Update (Jennifer Dittman) – The FY08 Interoperable Emergency Communication Grant has been extended to February 2011. (**OPEN**)
 - b. **Subcommittee Reports**
 - 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
 - 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
 - 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
 - 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee met on August 4, 2010; minutes of the meeting were distributed to the Working Group. The Subcommittee approved allocations of \$8,700.00 for 17 people to attend the Helicopter Underwater Egress Training, approved allocation of \$4,446.19 for Cyber Terrorism Defense Training for 220 people, approved allocation of \$6,378.00 for the All Hazard IMT Conference, approved allocation of \$2,060.00 for IAEM Conference and approved \$6,691.00 for a Cyber Security Exercise to be held on October 27, 2010. The next meeting will be held at 8:30 a.m. on October 1, 2010 at the Delaware State Fire School. (**OPEN**)
 - 5) NIMS Subcommittee (Jim Cabbage, Chairman) –No report. (**OPEN**)

- 6) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – No report. (OPEN)
- c. Equipment Procurement Process (Jennifer Dittman) – There were no outstanding issues to note.

4. **New Business:**

- a. Funding Reallocation – The Investment Project Team requested reallocation of \$75.00 in cost savings produced from the completion of a Kent County EMS project. Three 800 MHZ radios purchased with SHSP funding are assigned to Kent’s EMS SWAT Medic team. The team becomes part of an entry team with Law Enforcement (LE) when necessary. The radios will be programmed to access several LE radio channels. Delaware State Police has authorized the use of these channels for the SWAT Medics (Motion: Dave Carpenter; Second: Colin Faulkner— Passed Unanimously) (CLOSED)
- b. Spending Report (FY06-FY09) – Jennifer Dittman presented a State Homeland Security Program (SHSP) Spending Report for FY2006 through FY2009. The report provided a comprehensive look at open projects under SHSP grant years. The report includes progress made to date, estimated percentage towards completion of projects, and notes regarding projects. It was noted that the Shelter Upgrade project showed no movement of funding. The lack of movement was not unexpected as initial planning identified the shelter project would extend over several years. Present movement includes an upcoming power survey by the 249th Ordinance Battalion and a shelter planning meeting to address priorities (CLOSED).
- c. Homeland Security Advisor’s Comments – Kurt Reuther – The State Homeland Security Strategy is under review and will be revised to address current and new priorities and to adjust/establish goals and objectives needed to ensure that Delaware is prepared. The Delaware Maritime Working Group held a meeting on September 8, 2010. The purpose of the meeting was to continue work on developing a strategy for securing Delaware’s Maritime Environment. The group reviewed the FY 08 & 09 grant process understanding that the due date is September 13, 2010 and there is a 25% match. Several projects are under consideration to receive FY2010 funding. The group is seeking DEMA’s help to engage the Port Training & Exercise Subcommittee and to ensure that Delaware has knowledgeable representation in the area of training and exercise. County EMA representation will be invited to the next meeting.
- d. DHSTPWG Chair Comments—Jamie Turner— DEMA recently received and is studying several lengthy Environmental and Historic Preservation (EHP) documents to determine impact and to implement requirements. DEMA will be scheduling a visit of EHP representatives to summarize program requirement and to present an opportunity to review and discuss requirements with representatives. Updates on the status of FY2010 SHSP has not been released.

5. The meeting adjourned at 1:56 p.m.
6. **Next Meeting— Due to Columbus Day on October 11—a county holiday, the next meeting is scheduled for October 18, 2010, 1:30 p.m.—DEMA Training Room.**

A handwritten signature in cursive script, reading "James E. Turner, III". The signature is written in dark ink on a light-colored background.

JAMES E. TURNER, III
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group
Meeting Attendance Roster
July 12, 2010

NAME	AGENCY
Voting Members	
Jamie Turner	Chairman
Colonel Dallas Wingate	DE National Guard
Absent	DE Volunteer Firefighter's Association
Monroe Hudson	Delaware State Police
Absent	Delaware Police Chiefs
Mayor Carleton Carey, Sr.	Delaware League of Local Governments
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Absent	SC Emergency Management
Absent	Public Works
Suzanne Raab-Long	DE Healthcare Association
Tim O'Hea	DHSS, Division of Public Health
Absent	DNREC
Absent	Public Safety Communications
Tim Cooper	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Robert George	Citizen Corps
Working Group Members & Guests	
Kurt Reuther	Homeland Security Advisor
Grayson Clarke	US Attorney's Office
Bryant Baker	Department of Technology & Information
Dave Mick	KC Emergency Management
Mike Chionchio	Office of State Fire Marshal
Thomas Ellis	Department of Justice
James Wright	Courts
Delaware Emergency Management Agency Staff	
Glenn Gillespie	Deputy Director
Tony Lee	Principal Planner
Robert Pflaumer	Training Administrator
Jennifer Dittman	Terrorism Preparedness Supervisor
Tom Nesbella	Planner
Will Hayes	Planner
Courtney Emerson	Planner
Tom Yeasted	Technical Assistance Coordinator
Ed Strouse	NIMS Coordinator